

DRAFT
MEETING MINUTES
PAP WORKING GROUP
AUGUST 10 2011
CONFERENCE CALL - 11:00 am to 1:00 pm U.S. EDT

1. Welcome and Call to Order

Committee Co-Chair Dr. Marc Siegel called the meeting of the Physical Asset Protection (PAP) Working Group (WG) to order at 11:04 am U.S. EDT and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS staff took roll and the attendance list is appended as Attachment I.

3. Approve Agenda

Co-Chair Siegel asked for any proposed modifications to the agenda, and being none the agenda was approved.

4. Approve Meeting Minutes of June 16-17, 2011

Co-Chair Siegel asked for any proposed modifications to the meeting minutes of June 16 – June 17, 2011, and being none the minutes were approved.

5. Discussion of Comments

Co-Chair Siegel noted 32 comments had been submitted to the PAP working draft dated July 19, 2011 and opened discussion. Ms. Opicka presented the draft on-screen via Web conferencing for live review and edit.

The WG reviewed and discussed all 32 comments, accepting those comments deemed appropriate or modifying proposed recommendations as deemed necessary. See Attachment II for details.

Secretariat's Note: All draft edits are incorporated per the August 10, 2011 copy.

6. Open Discussion

Chair Siegel opened discussion recommending that the revised draft PAP Standard be elevated to the full Technical Committee (TC) for review and comment. Commission Liaison, Bernie Greenawalt recommended that the draft undergo editorial preparation prior to elevation to the TC. Ms. Opicka informed that the technical editor had been notified to receive the draft from ASIS staff in the coming days. It was recognized that the *Terms and Definitions* remains to be completed. The WG agreed to proceed as recommended.

Due to the completion of the comment consideration process, tomorrow's meeting (August 11, 2011) was canceled. ASIS Staff to notify the WG of the cancellation.

7. Action Items

- ASIS Staff to disseminate August 11 (meeting day two) cancellation notice to the WG.
- ASIS Staff to submit draft to the technical editor for editorial preparation.
- ASIS Staff to provide updated draft to the TC for review and comment.

8. Next Meeting

The next WG meeting is scheduled for Tuesday, October 4, and Wednesday, October 5, 2011 from 11:00 am to 1:00 pm U.S. EDT each day, to review TC comments.

9. Adjournment

Co-Chair Siegel adjourned the meeting at 1:02 pm U.S. EDT with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan
ASIS International
Standards & Guidelines Coordinator

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Antitrust Risk Notice: As a reminder, participation in standard and guideline committees involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership or ASIS staff.

Early Patent Disclosure Notice: ASIS follows ANSI's patent policy where disclosure of relevant patented inventions at the earliest possible time in the standards development process is encouraged. Neither ASIS, the Committee, nor its Chair ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development.

**PAP WORKING GROUP**  
**MEETING ATTENDEES**  
**AUGUST 10, 2011**

Dr. Marc H. Siegel, ASIS International, Committee Co-Chair  
Dennis Blass, CPP, PSP, CFE, Children's of Alabama  
Michael Crocker, CPP, CSC, Michael Crocker, CPP & Assoc., Inc.  
Nicholas Economou, MBA, Cablevision Systems Corporation  
Suzanne Hart, DHS ISSO, CBCP, Delaware Dept. of Transportation  
Edward Heisler, CPP, PSP, Facility Control Systems, Inc.  
Mitchell Kemp, CPP, Cummins Filtration  
Richard Lavelle, AIA, PSP, Reprise Design, Inc.  
Alessandro Lega, CPP, Consultant  
Jeffrey Leonard, CPP, PSP, Securitas Security Services US  
Joseph McDonald, CPP, PSP, Switch Communications Group  
Mohamed Fadhel Meddeb, Topic Energy  
Henry Nocella, CPP, (DBA) Nocella Associates  
James Willison, MA in Security Management, Information Security Awareness Forum  
Loftin Woodiel, CPP, Ally Financial Services

**ASIS Staff Present**

Aivelis Opicka, Manager, Standards & Guidelines  
Jeanette Donovan, Standards & Guidelines Coordinator

**ASIS Commission Liaison Present**

Bernard Greenawalt, ASIS Commission on Standards and Guidelines

| No. | Name             | Organization                   | Line No. (beginning) | Line No. (ending) | Type of Comment | Comment (justification for change)                                                                                                                  | Proposed Change                                                                                                                                                                                                                                                                                                                                        | Resolution            | Rationale                                                                                                              |
|-----|------------------|--------------------------------|----------------------|-------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------|
| 1   | Russ Phillips    | MMTS Group                     | 36                   |                   | General         | add supply chain security                                                                                                                           | in keeping with 28000 and ORM standards                                                                                                                                                                                                                                                                                                                | Accept                | 8/10/11.                                                                                                               |
| 2   | Russ Phillips    | MMTS Group                     | 49                   |                   | General         | re-enforce management commitment                                                                                                                    | to read ensure organizational leadership and ongoing commitment to physical .....                                                                                                                                                                                                                                                                      | Accept w/modification | 8/10/11.                                                                                                               |
| 3   | Russ Phillips    | MMTS Group                     | 64                   |                   | General         | replace treatment with management or mitigation to be consistent with other standards                                                               | aharmonized eisk assessment and management or mitigation strategy. I believe Mac suggested that there was a shift from mitigation to management for the terminology.                                                                                                                                                                                   | Not Accept            | 8/10/11 - Change not necessary. Current language deemed best as it is consistent with ISO 31000.                       |
| 4   | Russ Phillips    | MMTS Group                     | 68                   |                   | General         | replace pre-emptive with proactive                                                                                                                  | pro-active response strategy.                                                                                                                                                                                                                                                                                                                          | Not Accept            | 8/10/11 - Changed deemed editorial and not necessary. Current language deemed best as it is consistent with ISO 31000. |
| 5   | Dennis Blass     | Children's of Alabama          | 169                  |                   | Technical       | duty of care: Definition needed.                                                                                                                    | Duty of care is effort taken to develop and implement security policies, procedures and standards. Duty of care shows the organization has taken responsibility for the activities that take place within its scope of responsibilities to protect the organization, its resources, stakeholders, environment and its employees from possible threats. | Withdrawn             | 8/10/11 - Withdrawn by commenter.                                                                                      |
| 6   | Dennis Blass     | Children's of Alabama          | 169                  |                   | Technical       | duty of care has two cousins, due diligence and assumption of duty. Both should be addressed here in addition to duty of care.                      | Due diligence is the act of investigating and understanding the risks an organization faces. Due diligence = do detect; Due care = Do correct. The third legal concept is assumption of duty. This concept establishes responsibility for completing a act desgined to manage risk.                                                                    | Withdrawn             | 8/10/11 - Withdrawn by commenter.                                                                                      |
| 7   | Russ Phillips    | MMTS Group                     | 184                  |                   | Editorial       | what is the terminolgy we have been using across the other standards? Top management or senior management or accountable executive for consistency. |                                                                                                                                                                                                                                                                                                                                                        | Noted                 | 8/10/11.                                                                                                               |
| 8   | Russ Phillips    | MMTS Group                     | 212                  |                   | Editorial       | reword to read                                                                                                                                      | Organizations need to conduct on-going monitoring of their environment                                                                                                                                                                                                                                                                                 | Accept w/modification | 8/10/11.                                                                                                               |
| 9   | Russ Phillips    | MMTS Group                     | 230                  |                   | General         | top or senior management                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                        | Noted                 | 8/10/11 - Top management is used as it is consistent with other management systems standards.                          |
| 10  | James Willison   | The ISAF                       | 239                  |                   | Editorial       | grammar - reverse words                                                                                                                             | key to                                                                                                                                                                                                                                                                                                                                                 | Accept                | 8/10/11.                                                                                                               |
| 11  | Russ Phillips    | MMTS Group                     | 239                  |                   | Editorial       | missing words ?                                                                                                                                     | Teaming with other business functions and processes is the key to success in .....                                                                                                                                                                                                                                                                     | Accept                | 8/10/11.                                                                                                               |
| 12  | Russ Phillips    | MMTS Group                     | 272                  |                   | Editorial       | to me this objective is missing                                                                                                                     | setting the criteria for the measurement of risks, determing acceptable risks and defining acceptable risk levels?                                                                                                                                                                                                                                     | Accept w/modification | 8/10/11.                                                                                                               |
| 13  | Russ Phillips    | MMTS Group                     | 310                  |                   | Editorial       | determine rather than assigning                                                                                                                     | to read determining priorities.                                                                                                                                                                                                                                                                                                                        | Accept w/modification | 8/10/11.                                                                                                               |
| 14  | Russ Phillips    | MMTS Group                     | 313                  |                   | General         |                                                                                                                                                     | shall conduct an external environmental scan in order to identify the following:                                                                                                                                                                                                                                                                       | Not Accept            | 8/10/11 - Current language deemed clear and simpler for readers, and is consistent with ISO 31000.                     |
| 15  | Russ Phillips    | MMTS Group                     | 331                  |                   | General         | expand what is required or supports this pr build into line 328 or 330 possibly                                                                     |                                                                                                                                                                                                                                                                                                                                                        | Accept                | 8/10/11.                                                                                                               |
| 16  | Dennis Blass     | Children's of Alabama          | 862                  |                   | Editorial       | to prevent, prepare for and respond to them to ensure                                                                                               | to prevent, prepare for and respond to emergency, unusual or disruptive events to ensure the integrity . . .                                                                                                                                                                                                                                           | Accept w/modification | 8/10/11.                                                                                                               |
| 17  | Henry A. Nocella | Nocella Associates             | 1060                 |                   | Technical       | consistency issue: "protection systems" vs. "protective systems" on Ln1065                                                                          | Recommend use of protection systems throughout this document                                                                                                                                                                                                                                                                                           | Accept                | 8/10/11.                                                                                                               |
| 18  | Henry A. Nocella | Nocella Associates             | 1067                 |                   | Technical       | what is "ICT"?                                                                                                                                      | spell it out the first time you use an abbreviation - then use the abbreviation                                                                                                                                                                                                                                                                        | Accept w/modification | 8/10/11.                                                                                                               |
| 19  | Henry A. Nocella | Nocella Associates             | 1117                 |                   | Technical       | Shouldn't the very first objective of the survey be the identification of the assets to be protected - even before defining all this?               | a) identify the assets to be protected (followed by the rest of the bullets)                                                                                                                                                                                                                                                                           | Accept w/modification | 8/10/11.                                                                                                               |
| 20  | Henry A. Nocella | Nocella Associates             | 1163                 | 1195              | Technical       | What is the nexus between these bullets (a) through g)) and what precedes them?                                                                     | I am not certain how to make this transition, but one needs to be made.                                                                                                                                                                                                                                                                                | Accept                | 8/10/11.                                                                                                               |
| 21  | Henry A. Nocella | Nocella Associates             | 1319                 | 1325              | Technical       | These bullets need an introduction, or an explanation of what they convey                                                                           | The following steps are a strategic overview of the process involved in implementing CPTED                                                                                                                                                                                                                                                             | Accept                | 8/10/11.                                                                                                               |
| 22  | Henry A. Nocella | Nocella Associates             | 1388                 |                   | General         | The sentence starting with "The following should be.." is out of place                                                                              | Move this sentence below the next heading (B.2.1 Ojectives..)                                                                                                                                                                                                                                                                                          | Accept                | 8/10/11.                                                                                                               |
| 23  | Ed Heisler       | Facility Control Systems, Inc. | 1423                 |                   | Technical       | Examples of collateral impacts would be helpful.                                                                                                    | e.g. lighting others property, attracting insects                                                                                                                                                                                                                                                                                                      | Accept w/modification | 8/10/11.                                                                                                               |
| 24  | Ed Heisler       | Facility Control Systems, Inc. | 1499                 |                   | Technical       | Add mention of Arming Methods - Keypads, Time Schedules                                                                                             | Intruder detector systems are comprised of sensors, arming capabilities for zones of control, annunciating devices and a controller. Exterior sensors are devices...                                                                                                                                                                                   | Accept w/modification | 8/10/11.                                                                                                               |
| 25  | Henry A. Nocella | Nocella Associates             | 1538                 |                   | Technical       | It seems to me that before you can "establish parameters" or "define requirements", you must first define the assets to be protected                | Reverse the order of bullets a) and b); relabel b) as a), and a) as b)                                                                                                                                                                                                                                                                                 | Accept w/modification | 8/10/11.                                                                                                               |
| 26  | Ed Heisler       | Facility Control Systems, Inc. | 1556                 |                   | Technical       | Procedures needed for password changes                                                                                                              | at the end of g) add - including a process for changing user passwords.                                                                                                                                                                                                                                                                                | Accept w/modification | 8/10/11.                                                                                                               |
| 27  | Ed Heisler       | Facility Control Systems, Inc. | 1603                 |                   | Editorial       | Not familiar with 'Error Rates' used in practical application of Access Control Systems                                                             | Delete Error Rates and include 'System Up Time'                                                                                                                                                                                                                                                                                                        | Accept w/modification | 8/10/11.                                                                                                               |
| 28  | Ed Heisler       | Facility Control Systems, Inc. | 1614                 |                   | Technical       | Provide examples of parameters and requirements                                                                                                     | and / or operation, including - desired system architecture, database, backup power, equipment locations.                                                                                                                                                                                                                                              | Not Accept            | 8/10/11 - Proposed change redundant--examples not needed--change is implied in current language.                       |
| 29  | Ed Heisler       | Facility Control Systems, Inc. | 1623                 |                   | Technical       | Include mention of design                                                                                                                           | e) ensure control components are <b>designed</b> , installed...                                                                                                                                                                                                                                                                                        | Accept                | 8/10/11.                                                                                                               |

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|-----|------------------|---------------------------------|----------------------|-------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 30  | Nick Economou    | Cablevision Systems Corporation | 1650                 |                   | General         | B.6 Digital Video Systems-Video Surveillance                                                                                         | Eliminate "Digital"-opens debate on what is truly digital (as in i.p. based). Many components along with some smaller to mid scale analogue systems are still around and will be for a long time-consider changing the title to "CCTV Surveillance Systems" | Accept     | 8/10/11.  |
| 31  | Henry A. Nocella | Nocella Associates              | 1779                 |                   | Technical       | What about specifications for routine maintenance and scheduled replacements -should these be included somewhere else? If so, where? | Add specifications for routine maintenance and scheduled replacements at the end of this list                                                                                                                                                               | Accept     | 8/10/11.  |
| 32  | Henry A. Nocella | Nocella Associates              | 2004                 |                   | Technical       | What about a provision for how to review and update this Policy/Procedure on a routine, or on an exception basis?                    | Add a bullet to make this provision/requirement                                                                                                                                                                                                             | Accept     | 8/10/11.  |